

# REQUEST FOR QUOTE

## TOWN OF SHARON

### CRACK SEALING Sharon, VT

ISSUE DATE: May 9<sup>th</sup>, 2024

DEADLINE FOR SUBMITTAL: May 17<sup>th</sup>, 2024

BID AWARDED: Anticipated by May 20<sup>th</sup>, 2024

CONTACT: Nicola Shipman, Selectboard Assistant

Email: [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net)

Phone: (802) 763.8268 ext. 4

Website: [www.sharonvt.net](http://www.sharonvt.net)

## GENERAL

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The Town of Sharon is accepting bids for Crack Sealing services for work to be completed by June 30, 2024.

Proposals must be received by **May 17<sup>th</sup>, 2024 by 9:00am** at which time the opening will take place. Submittals may be emailed, mailed or hand delivered. Email bids need to be in PDF format. The Town does not accept fax submittals.

Contractors interested in the project must submit proposals to:

**Mailing Address:** Town of Sharon Selectboard, PO Box 250, Sharon, VT 05065

**Physical Address:** Town of Sharon Selectboard, 15 School Street, Sharon, VT 05065

**Email Address:** [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net)

Mailed or hand delivered proposals must be in sealed envelopes with the following information printed on the outside:

“Crack Sealing Town of Sharon”

Name of Contractor

Due date and time

There will be no pre-bid meeting. Bidders must familiarize themselves with conditions.

Nothing in this request for proposals implies a contractual obligation with any firm, nor will the Town reimburse costs for submittal preparation.

**Proposals received after the deadline will be rejected and returned unopened.**

All questions related to this Request for Quote should be addressed to Frank Rogers, Road Foreman by no later than 2:30PM on April 14<sup>th</sup>, 2023.

Road Foreman Contact Information:

Email: [roadcrew@sharonvt.net](mailto:roadcrew@sharonvt.net)

Phone: (802) 763-7194

## RFP TIMELINE

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| Item          | Deadline                                  |
|---------------|---|
| Issue Date    | May 9 <sup>th</sup> , 2024                |
| Proposals due | May 17 <sup>h</sup> , 2024 at 9:00AM      |
| Award Date    | May 20 <sup>th</sup> , 2024 (anticipated) |

## PROJECT PRIORITIES

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- 1) **Howe Hill Road**
- 2) **Faybrook Road**
- 3) **Broad Brook Road**
- 4) **Quimby Mountain Road**
- 5) **River Road** (at Road Foreman’s discretion, and as budget allows)

## AVAILABILITY OF LANDS

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The Town of Sharon is presuming that construction limits for this project will fall within the Town’s right-of-way.

## SCOPE OF WORK

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The Contractor shall provide all labor, equipment, and materials necessary to perform crack sealing services on selected Town Highways within the Town of Sharon.

The work shall include, but not be limited to:

1. Cleaning the cracks and joints to remove debris and vegetation
2. Applying crack sealing material to the cracks and joints
3. Applying a seal coat to the surface to protect the repaired area from further damage
4. Traffic control

The Contractor shall perform the work in accordance with the manufacturer's recommendations and industry standards. The contractor shall also comply with all local, state, and federal regulations and guidelines.

Construction will be governed by the most current VTRANS Standard Specifications for Construction and in particular Section 417 Bituminous Crack Sealing. The Town of Sharon reserves the right to demand a certificate of compliance for a material or product used on the project.

**Traffic Control:** The Contractor will provide a traffic control plan for this project in compliance with the most current MUTCD. The plan must be approved by the Sharon Road Foreman. The Contractor must provide adequate safety and warning signs at the project. One lane of road shall be kept open to traffic, with traffic discontinued on the lane being filled. Traffic may be permitted on the crack-filled section only if it does not create tracking.

**Control of Work:** All work shall be done under the supervision of the Sharon Road Foreman and to his satisfaction. The Sharon Road Foreman will have the authority to suspend the work wholly or in part for such periods as he may deem necessary due to the failure of the Contractor to correct conditions unsafe for workers or the general public; for failure to carry out provisions of the Contract; for failure to carry out orders; for conditions considered unsuitable for the completion of the work, including unfit weather; or for any other condition or reason deemed to be in the public interest. The Contractor shall not be entitled any additional payments arising out of any such suspensions.

**Scheduling Pre-Construction Meeting:** Contractor will be responsible for notifying the Road Foreman seven (7) days prior to the start of work to schedule a pre-construction meeting.

**Notices of Start and End to Work:** Contractor shall contact the Road Foreman twenty-four (24) hours in advance of construction. If the Contractor interrupts work on the Town of Sharon's contract, the Contractor must re-notify the Road Foreman.

## **PROPOSAL REQUIREMENTS**

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**Contractors must use the Crack Seal Bid Form (see Attachment A) as the first page of their submission.**

### **TECHNICAL PROPOSAL**

In addition to the Crack Seal Bid Form, the Contractor's technical proposal shall include:

1. A detailed description of the proposed crack sealing process and methodology
2. A list of all equipment, materials, and supplies that will be used for the project
3. A schedule of work, including the start and completion dates
4. A list of references from previous crack sealing projects completed by the contractor

## **EVALUATION OF PROPOSALS**

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Proposals will be evaluated based on the following criteria:

1. Demonstrated experience and expertise in crack sealing services
2. Quality of proposed methodology and process
3. Ability to complete the project within the specified timeline and budget
4. Cost-effectiveness of the proposal
5. General reputation and experience of the bidder including past performance with the Town

## **REJECTION OF PROPOSALS**

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At its sole discretion, the Town may reject incomplete proposals submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal.

A Proposal may be declared “Non-Responsive” and hence rejected if it shows any alteration of form, omissions or additions not called for in the proposal, lacks proper signatures, is a conditional bid, has alternate bids unless required in the proposal, has irregularities of any kind, has changes to the printed content, is submitted on a form not furnished by the Town of Sharon, is incomplete, fails to acknowledge receipt of one or more addendums, or includes a clause in which the bidder reserves a right to accept or reject the contract award.

If the bids received in response to this solicitation exceed the Town of Sharon’s available funding for the proposed work the municipality may reject the bid(s).

## **TYPE OF BID**

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### **Unit Price per Pound**

The accepted quantities of Bituminous Crack Sealing will be paid for at the Contract Unit Price per Pound.

Payment shall be full compensation for handling and placing the sealant material, including the cleaning and preparation of cracks, the removal and disposal of all bituminous grindings, and for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete the work.

## **MAXIMUM PAYMENT**

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The maximum payment is \$12,000 for completed by June 30, 2024 as per the Town of Sharon’s FY2024 Budget.

## AWARD

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The Town of Sharon does not obligate itself to accept the lowest or any proposal and reserves the right to reject any or all proposals, and to waive any formalities, informalities, and minor deviations in any proposal. Award will be made to the lowest overall responsive, qualified and responsible bidders.

## INSURANCE REQUIREMENTS

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The Contractor, and any subcontractors if not covered by the Contractor, shall maintain the following minimum coverages for the duration of the contract. The Certificates of Insurance shall name the Town as additionally insured party as its interests may appear. All policies shall be noncancellable without 30 days prior written notice from the insurance carrier to the Town.

Workers' Compensation: Workers' compensation insurance at minimum of \$500,000 for any one occurrence, in accordance with the laws of the State of Vermont and any other state in which it is performing the Contract Scope of Work.

General Liability Insurance: Commercial general liability written on an occurrence form with limits of not less than:

\$1,000,000 Each Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$50,000 Damages for Premises Rented to You

Commercial general liability insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract.

Automotive Liability: Automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with the contracted project. Limits of coverage shall be in the amount required by any applicable state law.

Indemnification: The Contractor shall defend, indemnify and hold the Town harmless against: any injury, death, loss, suit or claim, including expenses and attorneys' fees arising from any negligent action or omission on the sole part of Contractor and its Subcontractors in connection with the project.

## CONTRACTING

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The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office.

The successful Contractor will be expected to execute sub-agreements for each subcontractor named in the proposal upon award of this contract.

Prior to signing the contract, the Contractor shall provide the Town with a completed W-9 form and provide proof of Insurance Coverage in accordance with this Request for Quote requirements for the Contractor and any subcontractor. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Sharon Selectboard, P.O. Box 250, Sharon, VT. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

The cost of preparing, submitting, and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received because of this solicitation or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town. This Request for Quotes in no way obligates the Town to award a contract.

## **QUALIFIED DISADVANTAGED AND WOMEN OWNED BUSINESSES**

Qualified disadvantaged (DBE) and women (WBE) owned businesses are encouraged to submit proposals. Sharon is an Equal Employment Opportunity employer.

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### CRACK SEALING BID FORM

Primary Contact: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you included:

- Certificate of Insurance
- W-9
- Technical Proposal

In accordance with the Request for Proposal, the undersigned proposes to provide all crack seal services necessary to perform all work in accordance with Vermont State Standards and as outlined in the undersigned’s proposal for the per pound price as follows:

#### **FY2024 Crack Sealing Bid**

For work to be completed by June 30, 2024

|                         |    |
|-------------------------|----|
| <b>Price Per Pound:</b> | \$ |
|-------------------------|----|

**DELIVERY DATE AND ACCEPTANCE** If awarded this contract within thirty (30) days after the time set for the opening of bids, Contractor agrees to provide work and materials as proposed without escalation of prices.

Respectfully Submitted,

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_